



MULTI-SERVICE CENTER

## **Senior Accountant**

Join our team at the Multi-Service Center (MSC) and make a meaningful impact on our local community. Our mission is to build a future without poverty by creating pathways to help, hope, and dignity for our neighbors. At MSC, we believe that diversity, equity, and inclusion make us a stronger team to achieve our goals. By joining MSC you too can be part of the team that serves to empower individuals and help create thriving communities.

If you are passionate about non-profit service, have a genuine desire to help others, and have expertise in general accounting and payroll, we are excited to learn more about you. If you seek an opportunity that aligns with your purpose, we invite you to learn more about us, our values, our vibrant culture, and the exciting prospects that await you at MSC.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

The **Senior Accountant** will prepare, audit, analyze, maintain, verify, document, and reconcile complex transactions and documentation in a non-profit accounting environment. With direction from the Accounting Manager, the Senior Accountant will ensure integrity of financial information by preparing, processing, posting, and reviewing the general ledger, payroll, taxes, invoices, revenue recognition, cash receipts, accounts receivables, account payables, accruals, reconciliations, and month- and annual closings. This position will also interact closely with external auditors to provide requested documentation.

The **Senior Accountant** reports to the Accounting Manager and works on site at the Federal Way Headquarters with the possibility of working hybrid after training is complete.

### **Status, Schedule, Location:**

- Non-Exempt, full-time, generally Monday to Friday 8:30 AM to 5:00 PM. Federal Way headquarters.
- Travel may be required to other MSC locations and throughout King County.

### **Overview of Responsibilities:**

#### **Payroll and Benefits Management:**

- Process semi-monthly payroll, tax payments & filings.

- Reconciliation of payroll and benefit liability accounts monthly.
- Process monthly, quarterly, and yearly payroll tax returns and payments.
- Monthly journal entries including accruals, vacation accrual, payroll accrual, and life over \$50K adjustment.
- Work with the HR team to ensure employee data and benefits are correct and reconciled per paycheck.

#### **Financial Transactions Review and Posting:**

- Review and post AR, AP, credit card, contributions, transactions, and journal entries as needed.
- Review daily banking transactions.
- Manage, coordinate, and prepare monthly grant billing.

#### **Financial Reporting and Analysis:**

- Generate and distribute custom reports involving intermediate levels of financial analysis, as needed.
- Support month-end and year-end closing processes, including allocations, recognition of deferred revenue, and use of restricted assets.
- Assist in preparing monthly internal and external financial statements.
- Assist in preparing and providing support documents for external annual audits.

#### **Compliance and Process Improvement**

- Ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Follow, enforce, and assist in developing ongoing accounting policies and procedures.
- Continuously review and document accounting processes to strengthen internal controls and create efficiencies, automating where possible.

#### **Additional Responsibilities**

- Backup to Accounting Manager responsibilities and tasks in absence.
- Travel to MSC (Multi-Service Center) offices and program meetings throughout south King County and Seattle.
- Perform special projects or other duties as assigned.

#### **Requirements**

- Bachelor's degree, or equivalent experience in accounting is required. Applicants without the education required might be considered with at least four years of related experience plus the following:
  - 2+ years of payroll and general accounting (AP/AR) experience is required.
  - Non-profit and single audit experience is highly valued.
  - Demonstrated ability to work in a leadership role.
  - Demonstrated ability to see the big picture of the entire finance team.
  - CPA preferred.
  - Possess a valid State Driver's License, auto insurance, and reliable transportation.
  - Knowledge of Generally Accepted Accounting Principles (GAAP).
  - Experience in Community Brands MIP Fund Accounting software.
  - Intermediate to Advanced Excel, Word, and Outlook skills.
  - Familiarity with non-profit financial accounting statements and audit experience preferred.
  - Experience with general ledger functions and month-end/year-end closing processes.

### **Wage/Salary Range:**

- Salary: **MIN \$31.55 - MID \$35.19 - MAX \$40.46 Grade: 16**
- The ranges shown should be used as an estimate and are affected by many factors, including the critical need of the position, your overall experience and qualifications, and other considerations.
- At the moment of hire, the salary will be determined based on your qualifications and experience, with consideration given to a range extending from the **minimum to the midpoint**.

### **Join our mission!**

To apply, please send your resume and cover letter to [jobs@mschelps.org](mailto:jobs@mschelps.org)

No phone calls, please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.